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Office Memorandum • UNITED STATES GOVERNMENTTO : Chief, Management Staff *W. S. man*

DATE: 15 MAR 1955

FROM : Chief, Records Management Division

SUBJECT: T/O Change and Relocation of the Records Center

1. It is requested that Records Center operations be officially transferred to [REDACTED] effective 24 April 1955. This transfer is in accordance with the approved project review submittal dated 25 January 1954, subject: Proposed Construction of CIA Records Center, and the memo from Colonel White to the Chief, Management Staff dated 5 January 1955, subject: The Records Center. 25X1A6a

2. The ceiling allocation of twelve positions should be transferred from the Management Staff to [REDACTED] with the related funds. The positions to be included in this transfer are as follows: 25X1A6a

<u>Position</u>	<u>Grade</u>	<u>Slot No.</u>
Rcds. Mgt. Officer	12	52
Rcds. Mgt. Analyst	11	53
Clerk Stenographer	5	54
Rcds. Mgt. Analyst	9	56
Rcds. Mgt. Analyst	7	57
Rcds. Mgt. Analyst	7	57.01
Rcds. Mgt. Analyst	7	57.02
Rcds. Mgt. Analyst	7	57.03
Rcds. Mgt. Analyst	5	59
Rcds. Mgt. Analyst	5	59.01
Rcds. Mgt. Analyst	9	60
Rcds. Mgt. Analyst	9	64

25X1A9a

25X1A9a

cc: [REDACTED]

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